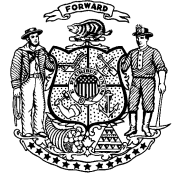




# STATE OF WISCONSIN DEPARTMENT OF MILITARY AFFAIRS TRANSFER OPPORTUNITY



November 9, 2018

SCHEDULE AND PAY RANGE: 07-04

CLASSIFICATION: Emergency Government Specialist

TYPE OF VACANCY: Permanent Classified/Full-Time

LOCATION: Madison, WI

SUPERVISOR: Katie Sommers

CONTACT: Steve Janisch, 608-242-3166, [Stephen.janisch@wisconsin.gov](mailto:Stephen.janisch@wisconsin.gov)

**WHO MAY APPLY:** Employees within the DMA who are in a pay range counterpart to 07-04, those who have reinstatement eligibility to this level, and those at a higher level for voluntary demotion.

**JOB DUTIES:** This position will function under the direction and supervision of the Hazard Mitigation Supervisor. It serves as a planner within the Bureau of Response and Recovery and supports the overall efforts of Bureau Programs.

The primary responsibility of this position will be to administer the Hazard Mitigation Assistance Programs (HMA). In addition, this position will assist in the 5-year update of the State Hazard Mitigation Plan and review local hazard mitigation plans. It will also assist Bureau staff with developing plans, guidance and materials for state and local officials. The position will develop and provide training to state and local officials on various aspects of emergency management and participate in exercises. It will participate in disaster operations, staff the Joint Field Office (JFO) as required and assist in administering the various disaster programs. It is responsible for completing other work assignments as directed by the Section Supervisor or Bureau Director.

The duties performed by this position will be carried out on a statewide basis and accountability will not be shared with positions or entities outside the formal supervisory chain of command. The position works independently and exercises broad judgment in interpreting and enforcing policies and recommending appropriate courses of action to management. Duties will be performed with considerable latitude for individual decision-making.

**SPECIAL REQUIREMENTS:**

- Position requires a valid driver's license
- All division employees may participate in emergency response exercises, and may assist in the response to actual emergency situations, with little or no advance notice, for extended periods of time, including weekends and evenings.

**HOW TO APPLY:** If you are interested in being considered for this position, please submit a current resume and a letter of interest describing how your training, education and work experience has prepared you for the duties and responsibilities of this position. Submit these materials by way of email to the contact listed above.



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To ensure consideration for this position, please submit materials by 11:59 pm on Tuesday, November 13, 2018. Questions can be directed to the contact listed above.